

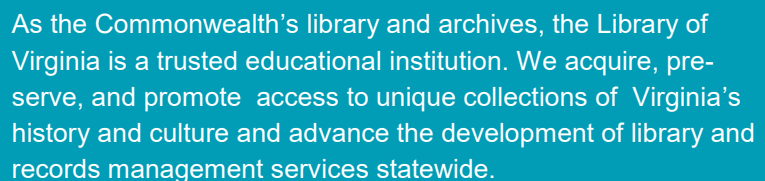


This position will require interaction with a number of other areas of the Library and the successful candidate will be able to develop positive relationships with others and provide excellent customer service to both internal and external customers.



800 East Broad Street  
Richmond, VA 23219

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



THE LIBRARY OF VIRGINIA'S MAIN BUILDING

# STACKS TECHNICIAN (Administrative & Office Specialist II)

**Position Number 00500**

**Hourly Rate: \$10.35**

**Part-Time (strictly limited to no more than 28 hours per week)**

## **Qualifications**

- Basic knowledge of library and/or archives terminology;
- Basic knowledge of computer operations;
- Ability to interpret oral and written instructions;
- Ability to understand and follow established procedures;
- Ability to do detailed work accurately;
- Ability to work with staff and the public and communicate effectively;
- Ability to work effectively, both independently and as a team member;
- Ability to lift and move volumes, boxes, and other containers weighing 30 to 40 pounds each;
- Ability to work in a closed stacks environment with a year-round temperature of 68° F;
- Ability to work a rotating Saturday schedule;
- Ability to provide excellent customer service to both internal and external customers; and,
- High School Diploma or G.E.D. equivalent.

## **Preferred**

- College courses in history and/or library science preferred;
- Knowledge of Library of Congress and the Superintendent of Documents (SuDocs) classification preferred;
- Knowledge of Aleph and Infolink preferred;
- Some knowledge of archival theory and practices preferred; and,
- Previous related experience in a library, archives, or records storage facility highly desirable.

**An equivalent combination of education, training, and experience may substitute for educational requirements.**

## **To Apply**

Candidates must submit a fully completed Virginia state employment application and cover letter online at <https://virginiajobs.peopleadmin.com> for position #00500.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. Selected candidate must complete a criminal background check.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act.

## **An EEO/AA/ADA Employer**

The Office of Human Resources can be reached at 804/692-3586 or by email [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov).

**Applications for this position must be received by 11:59pm on December 27, 2018.**